

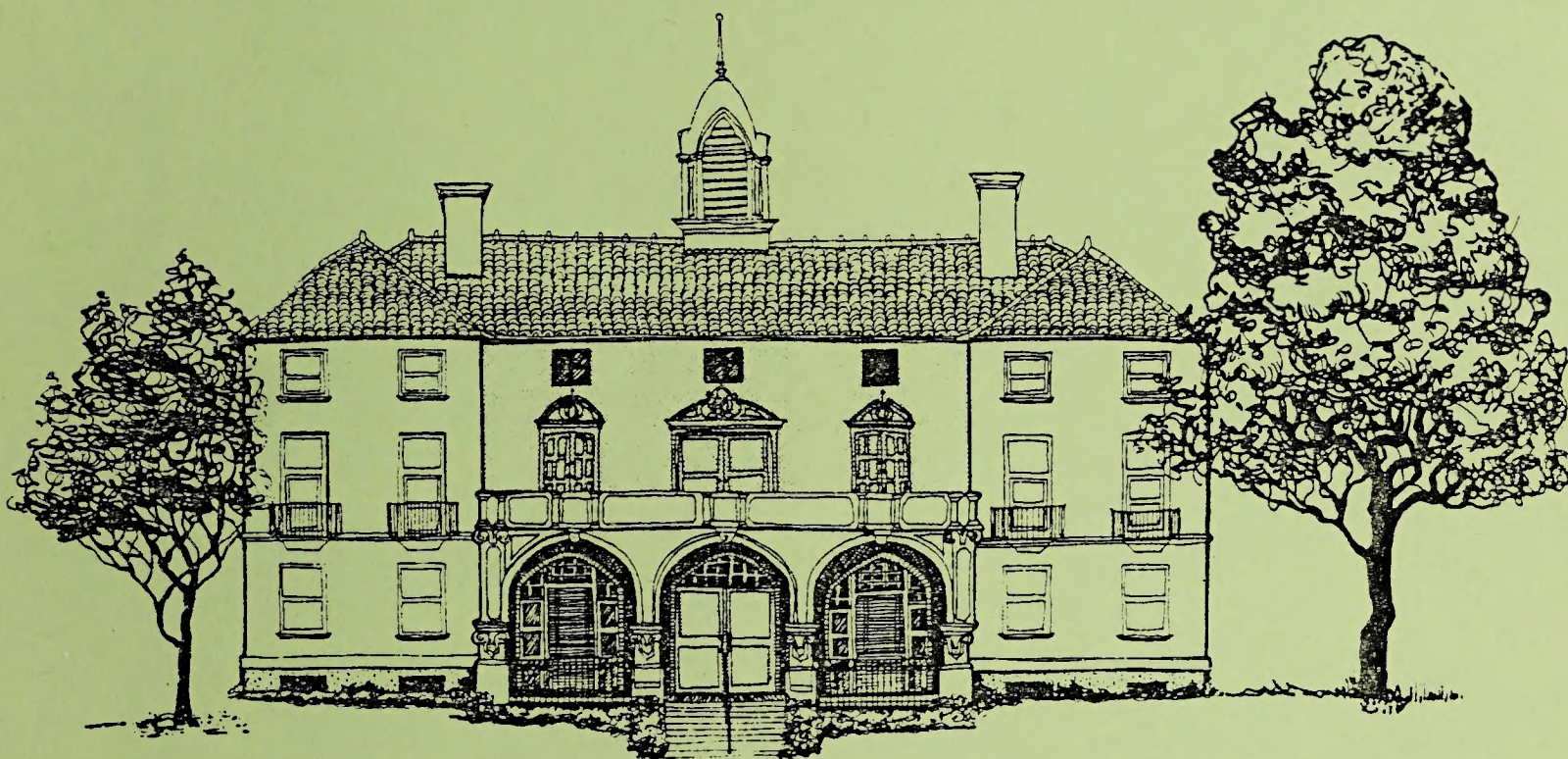
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*THE NORTH CAROLINA SCHOOL  
OF  
SCIENCE AND MATHEMATICS*



**STUDENT HANDBOOK  
1985-1986**





# THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

1912 West Club Boulevard  
Durham, North Carolina 27705

STUDENT HANDBOOK  
1985-1986





# TABLE OF CONTENTS

Message from the Principal	2
School Calendar	3,4,5
Class Schedule	6
Student Services	
Residential Life	
Philosophy	7
Staff Role	7
Expectations	8
Responses	9,10,11
Other Expectations	
Automobiles	11
Evening Hours	11
Sign-out	12
Curfews	12
Employment	13
Dress Code	13
Parent Contact	13
Room Information	13,14
Open House	14
Visitors	14,15
Meetings and Assemblies	15
Student Grievance Procedure	15
Hall Housekeeping	15
Off-campus Activities	15
Privileges	16
Other Programs	
Health Services	16
Safety and Security	16,17
Athletics	17
Work Service	17,18
Community Service	18
Wednesday Evening Series	18
Student Activities	18,19
Student Government	19
Academics	
Philosophy	19,20
Graduation Requirements	20
Course Load	20
Grading and Evaluation	20,21
Incomplete Work	21
Schedule Revision Policy	21,22
Academic Honesty	22
Auditing a Course	22
Study Options and Special Programs	22
Advanced Placement Program	23
Testing Schedules	23
Deposit for Instructional Materials	23
Computer Use Policy	23,24
Restricted Areas	24

# Table of Contents (Continued)

## Academics

Guidance and Counseling	24,25
Academic Advisors	25
Tutorials	25
Quiet Hours	25
Inclement Weather	25,26
Withdrawal, Readmission Policy	26
Library Guidelines	26,27
Library Decorum	28
Class Attendance	28,29,30

## General Information

Student Records	30
Eligibility and Change of Address	31
Admission to NCSSM for Senior Year	31
Mail Deliver	31
Lost and Found	32
Storage Facilities	32
Cafeteria	32
School Store	32



June 1985

The North Carolina School of Science and Mathematics (NCSSM) is getting ready to begin the 1985-86 academic year. We are starting to feel excitement as we make final preparations for your arrival. We are preparing to make this year an experience on which we will look back with a great sense of accomplishment and satisfaction.

I hope that you are starting to share our excitement when you look ahead to resuming your education and attending NCSSM. I hope that you will share with us this determination to make 1985-86 a memorable academic year for all: students, faculty and staff. I do hope you will prepare yourself for the beginning of school by reading this handbook.

Familiarize yourself with its contents and bring it to school with you. It contains the rules and guidelines by which our community governs its acceptable behavior. These rules and guidelines have evolved during the few years of the School's existence and relate to the well-being of all. Their chief purpose is to promote the welfare of the school community and all of its members by encouraging responsibility for one's actions. Students and parents are expected to be familiar with these rules and to actively support them. They are not intended to be repressive and should not be so regarded.

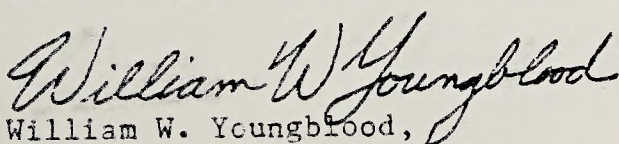
Two NCSSM policies differ significantly from corresponding policies in most high schools to warrant special note. These policies include the class attendance policy and the automobile policy. You are strongly encouraged to read those two policies and understand them and their implications before joining us.

When you leave the community of your family, you will join a larger community; I think you will soon view it almost as an extended family. Like your natural family, it will be a community of individuals, bonded by common needs and purposes. A major difference between your natural family and your "adopted" family is in the purpose for which we exist.

Our entire living and learning environment at NCSSM expresses a purpose of integrated knowledge. We ask each member of the community to strive for excellence and to support and promote the high standards we advocate. In return, there will exist an environment which fosters creativity, stretches the imagination, and promotes scientific curiosity. We hope to produce not only worthy scholars but also good citizens for a self-governing society which will increasingly be a technological one.

We begin with the assumption that you want to be here, want to be trusted, and will be a responsible member of the community. In establishing this mutual trust, we expect you to join forces in helping to create and maintain a climate that challenges all of us to high intellectual processes and enhances life at NCSSM for everyone.

Certain kinds of excellence can only be achieved by people inspired by a common purpose to work together as one. People sparked with rare determination. People with curiosity, imagination and ability. And an underlying respect for individual differences. You are here because you have the potential to be one of those people. We look forward to your arrival.

  
William W. Youngblood,  
Principal



The North Carolina School of Science and Mathematics (NCSM) is excited to begin the 1985-86 academic year. We are starting to feel excitement as we make final arrangements for your arrival. We are operating on a tight schedule and an experience on which we will look back with a great sense of accomplishment and satisfaction.

I hope that you are excited to share our excitement when you look forward to meeting and working with students and staff. I want you to know that we are committed to you. We are committed to you as a person, as a student, as a teacher, as a leader, and as a citizen. We are committed to you as a person who will help us to make a better world for all of us.

Remember that we are committed to you as a person who will help us to make a better world for all of us. We are committed to you as a person who will help us to make a better world for all of us. We are committed to you as a person who will help us to make a better world for all of us.

We are committed to you as a person who will help us to make a better world for all of us. We are committed to you as a person who will help us to make a better world for all of us. We are committed to you as a person who will help us to make a better world for all of us.

Two NCSM students will be working with you. They will be working with you as a person who will help us to make a better world for all of us. They will be working with you as a person who will help us to make a better world for all of us.

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When you leave the school, you will be leaving a better world for all of us. I think you will be leaving a better world for all of us. I think you will be leaving a better world for all of us.

But what if you don't? What if you don't leave a better world for all of us? What if you don't leave a better world for all of us? What if you don't leave a better world for all of us?

There will be a better world for all of us. There will be a better world for all of us. There will be a better world for all of us. There will be a better world for all of us.

So what if you don't? So what if you don't leave a better world for all of us? So what if you don't leave a better world for all of us? So what if you don't leave a better world for all of us?

Certain kinds of knowledge can help us to make a better world for all of us. Certain kinds of knowledge can help us to make a better world for all of us. Certain kinds of knowledge can help us to make a better world for all of us.





# NCSSM SCHOOL CALENDAR 1985 - 1986

## AUGUST

Thu 1	New Resident Advisors Report
Thu 8	Returning Residential Staff Reports
Thu 8 - Fri 16	RA Staff Training
Mon 19	Dorm Assistants Report
Mon 19	Teachers Report - Teacher Workday
Tue 20 & Wed 21	Teacher Workdays (In-Service)
Wed 21	Orientation Committee & Student Council Report
Thu 22 & Fri 23	Teacher Workdays
Fri 23	Seniors Report
	Orientation for All Seniors
Sat 24	Juniors Report
	Orientation for Juniors
Sun 25	Orientation for All Students
	CONVOCATION 7:30 P.M.
Mon 26	All-school Orientation
Tue 27	Class Run-through; First Quarter Begins

## SEPTEMBER

Sun 1	Student Council Symposium
	Required of all students
Mon 2	LABOR DAY, Classes in session
Fri 6	Board of Trustees Meeting
Thu 19	Extended Week-end (students dismissed at the end of instructional day)
Fri 20	Teacher Workday (In-Service)
Sun 22	Students return by 10:30 p.m. (dorms open at noon)

## OCTOBER

Wed 2	Special Projects Week Preparation
Sat 5	Parents Day
	Teacher Workday
Tue 8	N. C. Competency Testing
Wed 9	N. C. Competency Testing
Thu 10	N. C. Competency Testing
Sat 12	SAT Testing
Tue 15	Humanities Symposium
Sat 19	PSAT/NMSQT Required of Juniors
Thu 24	1st Quarter Ends (students dismissed at the end of instructional day)
Fri 25	Teacher Workday
Mon 28	Teacher Workday
Mon 28	Students return by 10:30 p.m. (dorms open at noon)
Tue 29	2nd Quarter Begins



NOVEMBER

Sat 2	SAT/Achievement Testing
Mon 11	VETERAN'S DAY, Classes in session
Tue 26	Dismissal end of instructional day for THANKSGIVING VACATION

DECEMBER

Sun 1	Students return by 10:30 p.m. (dorms open at noon)
Tue 3	Special Projects Week Preparation
Fri 6	Board of Trustees Meeting
Sat 7	SAT/Achievement Testing
Fri 20	Dismissal at end of instructional day for WINTER VACATION

JANUARY

Sun 5	Students return by 10:30 p.m. (dorms open at noon)
Thu 16 - Sat 18	Semester 1 Examinations
Sat 18	Teacher Workday (for teachers having exams)
Mon 20 - Tue 21	Semester 1 Examinations
Tue 21	2nd Quarter Ends (students dismissed at the end of the instructional day)
Wed 22 - Thu 23	Teacher Workdays
Fri 24	Teacher Workday (except teachers having Jan. 18th exams)
Sat 25	SAT/Achievement Testing
Sun 26	Students return by 10:30 p.m. (dorms open at noon)
Mon 27	3rd Quarter Begins

FEBRUARY

Thu 20	Extended Week-end (students dismissed at the end of instructional day)
Fri 21	Teacher Workday (In-Service)
Sun 23	Students return by 10:30 p.m. (dorms open at noon)
Mon 24 - Fri 28	Special Projects Week

MARCH

Mon 3	Special Projects Week Celebration
Fri 7	Board of Trustees Meeting
Sat 15	SAT Testing
Wed 26	Third Quarter Ends (students dismissed at end of instructional day for SPRING VACATION)
Thu 27 & Fri 28	Teacher Workdays



Page 3  
NCSSM SCHOOL CALENDAR

APRIL

Sun 6	Students return by 10:30 p.m. (dorms open at noon)
Mon 7	4th Quarter Begins
Sat 12	Semifinalists Visit Campus
	Teacher Workday
Tue 15	Math Symposium
Sat 19	Semifinalists Visit Campus
	Teacher Workday

MAY

Thu 1	Extended Week-end (dorms close at end of instructional day)
Fri 2	Teacher Workday
Sat 3	SAT/Achievement Testing
Sun 4	Students return by 10:30 p.m. (dorms open at noon)
Mon 5 - Wed 7	AP Examinations
Thu 8	Science Symposium
Fri 9	AP Examinations
Mon 12 - Fri 16	AP Examinations
Sat 17	College Day - Required of Juniors
Mon 26	MEMORIAL DAY, Classes not in session
Fri 30	Semester 2 Examinations

JUNE

Mon 2 - Thu 5	Semester 2 Examinations
Thu 5	Book Clearance
Fri 6	Dorm Vacating Preparation (morning)
	RECOGNITION DAY (afternoon)
	Board of Trustees Meeting
	Teacher Workday
Sat 7	COMMENCEMENT DAY (REQUIRED SCHOOL DAY)
Sat 7	4th Quarter Ends
Mon 9 & Tue 10	Teacher Workdays





NCSSM

1985-86



Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45 1	8:00-8:45 4	8:00-8:45 3	8:00-8:45 5	8:00-8:45 2
8:50-9:35 2	8:50-9:35 5	8:45-9:30 3L	8:50-9:35 4	8:50-9:35 1
9:40-10:25 3	9:40-10:25 1	9:40-10:25 2	9:40-10:25 3	9:40-10:25 6
10:30-11:15 8	10:25-11:10 1L	10:25-11:10 2L	10:30-11:15 6	10:30-11:15 8

11:15 am - LUNCH - 1 pm

11:55-12:40 4	11:50-12:35 7	12:00-12:45 5	11:55-12:40 7	11:55-12:40 5
12:40-1:25 4L	12:40-1:25 6	12:50-1:35 8	12:40-1:25 7L	12:40-1:25 5L
1:35-2:20 6	1:30-2:15 3	1:40-2:25 7	1:35-2:20 8	1:30-2:15 4
2:20-3:05 6L	2:20-3:05 2	2:30-3:15 1	2:20-3:05 8L	2:20-3:05 7
FACULTY/STAFF MEETINGS; ALL- SCHOOL MEETINGS				

/ / / / / BETWEEN PERIODS INDICATES A 10-MINUTE CLASS CHANGE.

- - - - - INDICATES A 5-MINUTE VARIATION IN STARTING TIME.



# STUDENT SERVICES

## Residential Life

### PHILOSOPHY:

The focus of the residential life program (NCSSM) is to promote an environment in which each student has the opportunity to develop responsible personal, social and academic skills vital to his or her individual success and happiness and to the health and well-being of other community members.

We endorse a concept of "community" based on the expectations of honor and truth, motivation and commitment, fair play and civility, health and hygiene, safety and security, responsibility and accountability. We assume that your acceptance of our invitation to attend NCSSM constitutes an agreement on your part to actively support our expectations. Our community success and your individual success will depend on the cooperative efforts of all.

### STAFF ROLE:

The residential life staff consists of three or more adults (Head Resident, Resident Advisor(s), and graduate intern) in each of the five residence halls. The staff assumes an "in loco parentis" role, and as such, is responsible for directing, guiding, and supervising the students, particularly in areas of their non-academic development.

The residential life staff counsels students on an individual and group basis, plans social and educational activities for the students, sets guidelines for acceptable behavior, interprets and enforces school policies, responds to problems and conflicts, and administers discipline when necessary. The Residential Life staff is in charge of the day-to-day operation of the residential life program, and as such, holds responsibility for decision-making in this area. There is flexibility in interpreting the fine points of some school policies and staff members have the right to use their own discretion in some areas based on differing needs of a particular RA group. While the more major decisions reflect the needs for a campuswide consistency, staff members are entrusted with the responsibility of making the best decision in any given situation. To do this, some degree of flexibility is needed and should be expected by the students.

In addition to the professional residential staff, there are dorm assistants (DAs), one or two per hall, who serve as peer counselors, plan hall activities, help enforce guidelines such as curfew and quiet hours, and act as liaisons between the students and the staff. DAs are members of the senior class, chosen for their demonstrated leadership qualities.



## EXPECTATIONS:

In any community, there are guidelines which each member of the community is expected to support, and there are consequences for those who do not do so. At NCSSM, certain rules are necessary to ensure a stable and secure environment for all. While we will try to minimize infringement on the personal rights and styles of individuals, we will expect everyone to compromise and in some cases to forego personal wants for the good of others or for the good of the school community.

The six categories outlined below serve as the basis of our policies. They are in place to help create a climate that enhances life at NCSSM for everyone, not just for a particular individual.

Of great importance to us are:

1. HONOR and TRUTH: We expect students to be honest with each other and with faculty and staff members. Therefore, lying, cheating and theft are examples of behaviors that are not acceptable in our community.
2. MOTIVATION and COMMITMENT: We ask each member of our community to strive for excellence in their academic, social, and personal development. We expect students to exercise self-discipline and to meet their commitments, both in and out of the classroom.
3. FAIR PLAY and CIVILITY: Everyone at NCSSM deserves to be treated with respect and courtesy. Therefore, offensive, disruptive or abusive behaviors of a physical, visual or verbal nature will not be tolerated in our community.
4. HEALTH and HYGIENE: We advocate good physical and mental well-being for all members of our community. Therefore, we do not condone neglect of personal or community cleanliness. In addition, for health and legal reasons, we prohibit the use of drugs and alcohol by students as well as sexual intimacy between students while they are under the jurisdiction of the school.
5. SAFETY and SECURITY: We expect students to take care of themselves and their environment. For example, students must support policies governing fire regulations, key use, building lock-up, off-campus signout, etc.
6. RESPONSIBILITY and ACCOUNTABILITY: Students at NCSSM have the freedom to make a number of important individual choices. With this freedom, however, goes responsibility, and students will be held accountable for the decisions they make and for their behavior, both on and off campus, while they are under the jurisdiction of the school.



## RESPONSES:

Infractions which violate our expectations will be dealt with by an appropriate combination of the following: dismissal, suspension, probation, restrictions, loss of privileges, restitution, work detail, conferences and warnings. The purpose of these responses is not merely punitive in nature; they are also used to help students make a positive change in behavior. All responses will be logged in a student's residential file; these records are kept for the duration of a student's enrollment.

1. DISMISSAL: Examples of infractions which may warrant full dismissal from the school, even on the first offense, include but are not limited to:
  - a. Drugs: Purchase, sale, distribution, possession or use
  - b. Alcohol: Purchase, sale or distribution
  - c. Sexual intimacy
  - d. Vandalism or theft
  - e. Curfew: Leaving campus after the in-dorm curfew
  - f. Repeated violations of any nature or any single gross or excessive violation (including, but not limited to, criminal activity which results in legal action by law enforcement officials.)
  - g. Falsification: Lying, cheating, etc.
2. SUSPENSION: Examples of infractions which may warrant suspension from the school, even on the first offense, include but are not limited to:
  - a. Alcohol: Possession or consumption
  - b. Vandalism or theft
  - c. Intervisitation: Being in an area reserved for members of the opposite sex, or having a visitor of the opposite sex in such an area, without permission from the staff
  - d. Off limits area (for example, construction sites): Being in such an area without staff permission
  - e. Falsification: Lying, cheating, etc.
  - f. Gross or repeated insubordination
  - g. Fighting or threatening behavior of a physical or verbal nature
  - h. Holding an unauthorized outside job while under the jurisdiction of the school
  - i. Breaking restrictions placed as a result of a previous offense
  - j. Car access: Unauthorized access to a car or other motorized vehicle while under the jurisdiction of the school.
  - k. Aiding and abetting others in carrying out serious offenses
  - l. Intentionally pulling a false fire alarm
  - m. Repeated violations of any nature, or any single gross or excessive violation



3. OTHER RESPONSES: Violations of a less serious nature than those cited above will be handled by the residential life staff, or in some cases by a faculty member. Possible responses include but are not limited to: probation, restrictions, loss of privileges, restitution, work detail, conferences, warnings.

As no two people are identical, and no two sets of circumstances the exact same responses to similar situations may vary. While we recognize the need for consistency in our responses, we also believe that students should be treated as individuals. Some flexibility in our responses is justified.

Staff members will discuss their responses to violations with the student(s) involved. After this consultation, students are expected to abide by the decision of the staff member in charge.

Any student who has a grievance with a faculty or staff member should initiate the steps outlined in the Student Grievance Procedure, explained more fully in the following section.

4. STUDENT JUDICIAL SYSTEM: The Judicial System is used to determine the status of students who allegedly violate the school policies and guidelines. It is the responsibility of the faculty and staff of NCSSM to use their discretion and professional judgment in the enforcement of the rules and regulations. It is the responsibility of the students to abide by the response determined in each case.

Violations of Regulations: Residential Life staff members or faculty initially handle all violations when they occur. The RA/teacher is responsible for meeting with the student(s) involved, investigating the circumstances and contacting parents when necessary. A decision is made regarding an appropriate response.

If a situation merits possible suspension or dismissal, or the RA/teacher wishes to refer a case, then the following course of action is followed:

A. Notification to appropriate Dean

--The Dean of Students or Dean of Academic Affairs is notified by the RA or faculty member depending on the nature of the violation (residential or academic)

B. The Dean may respond in one of two ways:

--call for a hearing with the student, involving the student's RA and advisor; the Dean will then determine a response and will notify the appropriate parties of the decision (parents, teachers, Principal). If the violation is of a serious nature where there is strong possibility of dismissal, the Principal and the Dean will conduct the hearing.

--refer the case to the Judicial Board for a recommendation of a response.



### C. Judicial Board Purpose and Composition:

- Purpose: to act in an advisory capacity to the Dean of Students or the Dean of Academic Affairs through the review of information gathered and presented at a formal hearing; the Board will provide the Dean with a recommendation for action that will assist with the Dean's decision
- Membership:
  - Faculty -- two voting members and one alternate elected by the faculty
  - Residential Life -- two voting members and alternates elected by the department (if member is involved in the case, then he/she cannot participate in the voting process)
  - Students -- two voting members elected by the student body (one junior, one senior); alternates will be elected as well for filling in when necessary
  - RA/Academic Advisor -- attend with student; non-voting
  - Dean of Students -- convenes all hearings and acts as facilitator in residential matters; non-voting
  - Dean of Academic Affairs -- facilitates in academic matters; non-voting
- Response: recommendation of response is given to appropriate Dean who makes final decision

NOTE: In cases of recommended dismissal, the final decision rests with the Principal.

### D. Appeal Process:

- Suspension or other response given by the Dean: Appeal is to the Principal (appeal forms are available in the Dean of Students' Office; must be filed within a 24-hour period)
- Dismissal: Appeal is to the Director

### OTHER EXPECTATIONS:

1. Automobiles: Students are not allowed to have unauthorized possession of or access to a car or other motorized vehicle while under the jurisdiction of the school. This includes the storage of vehicles in the Durham and immediate surrounding area. ANY EXCEPTION TO THIS POLICY MUST BE CLEARED IN ADVANCE WITH THE DEAN OF STUDENTS BEFORE A STUDENT CAN RETURN TO CAMPUS WITH A CAR OR STORE A CAR IN THE SURROUNDING AREA. A STUDENT WHO BRINGS A CAR BACK WITHOUT SECURING THE NECESSARY PERMISSION IN ADVANCE WILL BE ASKED TO RETURN HOME WITH THE CAR IMMEDIATELY AND MAY FACE ADDITIONAL PENALTIES.
2. Evening Hours: The following guidelines have been established with the intent of providing an atmosphere that is conducive to self-directed learning and study for all students:



## FIRST QUARTER

CURFEW CHECK - 8:00 p.m.

RESIDENTIAL DUTIES - 8:00 - 8:30 p.m.

STUDY HOURS - 8:30 p.m. - 10:00 p.m.

QUIET HOURS - 8:30 p.m. - 8:00 a.m.

All extra-curricular activities, academic classes, tutorials, clubs and organizational meetings must be completed as of the 8:00 p.m. curfew. Students may sign-out after 8:30 p.m. to go to the library or to pursue independent work in other academically-related areas.

## SECOND QUARTER TO END OF YEAR

CURFEW CHECK - 8:00 p.m.

RESIDENTIAL DUTIES - 8:00 a.m. - 8:30 p.m.

QUIET HOURS - 8:30 p.m. - 8:00 a.m.

After 8:30 p.m. students will be free to engage in activities of their own design. This time in the evening is recommended for self-directed study be it individual or in a group.

The hours from 8:00 p.m. until 8:00 a.m. are to be considered "quiet hours" so that those individuals who choose to study or retire early find it conducive to such activities in the dorms. Individuals who wish to socialize should do so in designated areas (ie. snack bar, co-ed lounges).

As in the first quarter, all academic classes, extracurricular activities, tutorials, club/organization meetings, etc., must be completed by the 8:00 p.m. curfew.

3. Sign-out: One of the most important policies at NCSSM is that of sign-out/in. Although the school does not claim to be able to keep track of all students at all times, our regulations are designed to enable the school to have reasonable knowledge of the whereabouts of students while they are off campus. Students are expected to support this policy in an honest manner.

Students are expected to sign out according to established procedures each time they leave the NCSSM campus. If a student plans to be off campus during the evening hours, staff permission is required. When a student plans an overnight stay, parent and staff permission is required.

4. Curfews: We expect students to observe the following curfews.

On-campus: 8:00 p.m. Monday-Thursday;

In-dorm: 10:30 p.m. Sunday-Thursday and 12:00 midnight Friday-Saturday;

In-room: 12:00 midnight Sunday-Thursday



5. Employment: Students may not hold a regular full-time or part-time position with an established business, industry, company, professional service or other organized group while under the jurisdiction of the School.
6. Dress Code: The school expects that dress be neat, clean, "in good taste" and appropriate for the occasion. While we recognize that definitions vary, in general, dress or grooming that attracts undue or negative attention is not acceptable. Short-shorts and halter/tank tops are examples of dress that are not appropriate for classrooms, office areas, the cafeteria, etc. Shoes are required in all areas of campus except in a student's assigned residence hall. Sunbathing is permitted in certain designated areas, but students should "cover-up" when walking to and from these areas.
7. Parent Contact: The residential life staff values on-going communication of a positive nature throughout the year. Through parent contact, the staff will provide parents with valuable information about their child's development and about various activities the school is having. There are certain times when parents will receive formal contact from the residential life staff. A written report evaluating a student's adjustment to the school environment and cooperation with school regulations will be included in the school's comprehensive narrative reports to the family. In addition, parents will be called any time a student is more than one hour late for the final curfew. This is not done as a punitive measure, but is done to give information to the parents in case an emergency is involved. Parents also will be contacted any time a student is taken to the emergency room or any time a student is staying overnight in the Duke University infirmary, and may be contacted any time a student is experiencing problems of a residential or academic nature.
8. Room Information:
  - a. Care: Weapons, open flames, incense, cloves cigarettes, etc., are not allowed in the residence halls for health and safety reasons. Potentially-dangerous scientific equipment (such as lasers) may be stored in a student's room only with permission from a faculty member and the residential life staff. Archery, martial arts, and other such equipment must be stored with the Athletic Department. Pets are not allowed in school buildings.

Students are allowed to have one (under 4.0 cubic feet, regular 110 volts) refrigerator unit per room. Appliances are to be used in kitchen areas, not in student rooms. Smoking is allowed only in areas specifically designated for this purpose. Televisions are provided in each residence hall; students are not allowed to have TV's in their rooms. (TV's may be used as computer monitors only).
  - b. Room Inspections: Weekly inspections are held in order to assure that student rooms meet basic health and safety standards established by the school.



c. Room Arrangements and Decorations: The Residential Life staff reserves the right to determine appropriate decoration of rooms, doors and hallways. Arrangement of furniture must meet basic safety requirements and guidelines established by the Residential Life Office.

d. Entry and Search: An NCSSM student who resides in a residence hall room is due the right to privacy in that room. No one (including parents, visitors, and other students) will be allowed access to that room unless the student is present. A pass key is used for normal non-emergency conditions such as maintenance and room inspections or in cases involving the immediate safety of occupants. Where there is reason to believe violations of school policy or criminal law are occurring, a room search will be authorized by the Principal, the Dean of Students, or the Head Resident. An established procedure is in place for such a search; this is done to protect the rights of the students.

9. Open House: Certain times each month are designated "Open House", when students and other guests of the opposite sex are allowed to visit in the residential wings. These hours are supervised by the residential staff; times are posted, and specific guidelines must be followed by students and guests.

Open House is not an official time or sanctioned opportunity for students to engage in behaviors or activities that would be considered inappropriate for public areas. Rather, it is a time for students to visit in an open atmosphere in order to spend some quality time together.

10. Visitors: Students are allowed to have guests on campus during the following hours:

8:00 a.m. - 8:00 p.m. Monday-Thursday  
8:00 a.m. - 12:00 midnight Friday-Saturday  
8:00 a.m. - 10 p.m. Sunday

Students are responsible for the actions of their guests, including any damages accrued or policies broken. Visitors are expected to abide by all rules governing student life. Students are expected to accompany their guest(s) at all times while they are on campus. No guest will be allowed access to a student's room if the occupants are not present.

Students may not have guests of the opposite sex in their rooms or on single-sex halls/lounges unless permission has been secured from a staff member. Anyone who is not a current NCSSM student or faculty/staff member is a "guest" (thus, family members, alumni, etc. are "guests" and are subject to all guidelines that apply to visitors).

Overnight guests are not permitted on weeknights (Sunday-Thursday), but are allowed on Friday and Saturday nights provided they are properly registered



with the staff person on duty in the dorm which hosts the guest and provided the roommate agrees. Overnight guests of the opposite sex must stay in the appropriate male or female residence hall. The staff reserves the right to deny overnight permission for guests when appropriate.

NOTE: For reasons of privacy and personal comfort for students, parents will not be allowed to stay overnight in the dorms.

11. Meetings and Assemblies: In addition to academic classes and meetings, students are expected to attend all required assemblies or meetings of a non-academic nature. This includes hall and dorm meetings. Students are responsible for information communicated in these meetings, and for information communicated to them in writing (via memos, brochures, Daily Bulletin, etc.).

12. Student Grievance Procedure: This procedure is designed to help resolve issues that individuals cannot mutually resolve. Resolution through consensus will be the guiding philosophy, and not a legalistic right or wrong or appeasement of one party at the expense of another.

Any student who has a grievance with a faculty or staff member should initiate these procedures. First, the student and the individual in question should meet to discuss the matter and attempt to resolve the issue. If either party is not satisfied with this initial resolution, the matter should be discussed at a conference which includes the faculty/staff member's department head or immediate supervisor. If problems still exist, the matter will be taken up by the Administration.

13. Hall Housekeeping: As part of the residential program, students are responsible for the maintenance and daily upkeep of the residence halls. It is expected that students will attend to their assigned duties in a productive manner, knowing that such activities contribute to the overall well-being of the community.

14. Off-campus Activities: Occasionally, school-sponsored activities require travel away from the campus, sometimes outside of the Triangle area. Most trips are day trips, going and coming back the same day. Parents are not notified of day trips inasmuch as they are an expected part of the school program. For overnight trips, students will provide parents with a permission form for them to sign and return to the appropriate staff person.

By enrolling students in the school, parents extend permission for them to travel in school vehicles or in private vehicles of faculty, staff, or other adults who participate in school programs (the host family program, for example). It is not possible for the school to be responsible for monitoring or controlling the riding in other vehicles when students sign out to leave campus. Any restrictions which parents wish to place on their child relative to riding in non-school vehicles must be agreed upon between parent(s) and student(s) based on mutual trust and the ability of the student to make responsible decisions.



15. Privileges: Throughout the academic year, a series of privileges are granted, particularly in terms of senior privileges. These privileges carry certain guidelines and responsibilities. In some cases, parents are involved in the decision-making process. The Residential Life staff coordinates the implementation of these changes after consultations with students and administrators.

#### OTHER PROGRAMS:

#### HEALTH SERVICES

Attention to student illness and accident will be provided on campus and at the Duke University Student Health Services and Infirmary, which will provide coverage for acute illnesses for the 1985-86 school year.

Students on medication of any kind at any time are required to provide this information on their health form. Students are not to keep prescribed medications in their rooms without approval of the Health Services staff. Arrangements will be made to secure some medications in a safe place on campus for controlled student use.

Personnel at NCSSM assume an "in loco parentis" role for students. Information concerning a minor student's educational status, and including his or her health status, may be shared with parents, or others whose professional affiliation with the School requires such information for the proper discharge of their duties. Information shared will be treated in a professional, confidential manner. Students who have reached the age of eighteen may have access to their files (health and academic records).

#### SAFETY AND SECURITY/TRANSPORTATION

The Safety and Security staff provides many valuable services to the NCSSM community. In addition to comprehensive safety programs designed to promote a safe environment, the staff provides 24-hour security coverage.

This department is also responsible for arranging and/or providing certain types of transportation for students. The Security Officer on duty will provide emergency transportation to the doctor or hospital in the event of injury or illness. Other transportation needs such as non-emergency medical appointments, special student activities, or dorm activities must be planned and coordinated through the Security Office with a minimum of three days advance notice.



NOTE: Students and parents are responsible for transportation arrangements to and from the airport as well as for other personal student needs (i.e., college interviews, etc.). The NCSSM staff cannot provide transportation for these purposes. Limo service and taxis run regularly to Durham. Students should plan to have sufficient funds to meet this expense.

The Safety and Security staff runs regularly scheduled shuttles to and from the Durham bus station on Fridays and Sundays. Students should check the posted schedules for these times. Transportation for arrivals and departures outside these regularly scheduled shuttles are the responsibility of the student.

Students wishing to arrange transportation for a special activity or event must have the appropriate transportation request form filled out completely and signed by the faculty or staff member sponsoring the activity. NCSSM students are not allowed to sign the transportation forms. These forms may be obtained at the Security Office or in the Residential Life Office.

## ATHLETICS

NCSSM offers an interscholastic athletic program in the following sports: soccer (boys, girls), basketball (boys, girls), swimming (boys, girls), tennis (boys, girls), wrestling (boys), baseball (boys), volleyball (girls), softball (girls), cross-country (coed), and track (coed). There is also an active intramural program for those students who desire less competitive involvement or whose schedules will not permit time for interscholastic sports. Private lessons can be arranged with area professionals; these are the financial responsibility of the student.

Because of the time commitment involved in interscholastic sports, students who encounter academic difficulties will be reviewed to determine if they should be allowed to continue participating in interscholastic sports. Students who do not attend classes due to illness may not participate in competitions that day.

## WORK SERVICE

A student work service program is necessary to maintain the grounds, buildings and various program functions of the school. Contributions of time, energy, ideas and talents provide not only a financial benefit to the School and thus ultimately to students, but also permit a sense of communal involvement which can create a bond between those participating and their environment. Each student is expected to be cooperatively involved in one of many work service assignments for three hours a week.



## COMMUNITY SERVICE

The Community Service program provides an opportunity for students to be of service to a community while learning about community life, the working world, and themselves. The School hopes that the experience of volunteering will carry over into other aspects of students' lives and that many of them will continue to volunteer their energies and talents after they leave NCSSM.

The wide variety of options makes it possible for students to select the way of fulfilling this graduation requirement that best fits the needs and interests of the student.

NOTE: Successful completion of the Work Service and Community Services programs is required for graduation from NCSSM. Students who do not receive a grade of Satisfactory in their junior year will not be offered re-enrollment. Seniors who do not successfully complete those requirements in a satisfactory manner will not participate in graduation exercises. The School strongly supports the value of the Work Service and Community Services programs and the need for students to commit themselves to this concept.

## WEDNESDAY EVENING SERIES

An interdisciplinary required course, developed cooperatively by Residential Life, Health Services, Guidance and Counseling, and parents, and focusing on the personal, social and leadership development of our students, will be presented during each of the four quarters in the 1985-86 school year. Numerous topics will be covered, including time management, health and nutrition, leadership styles and skills, college planning, peer relationships, coping with pressure, and separation from NCSSM.

## STUDENT ACTIVITIES

A comprehensive student activities program is provided and is designed to complement the strong academic program at NCSSM. The Residential Life staff, in conjunction with other members of the school community, is responsible for creating and implementing this program. Examples of activities include off-campus outings to shopping malls, museums, plays, and concerts. On-campus activities include dances, parties, talent shows, and other special events including the annual spring prom.

Students also may participate in school clubs (examples include chess, math, science, astronomy and camping), in school publications (yearbook, literary magazine, newspaper), in competitive groups (speech and debate, Quiz Bowl), and in various off-campus activities, including the Host Family Program. In this program, Durham community members who are friends of the School provide a "home-away-from-home" for students.



Most off-campus activities will require some money to offset costs. In addition, students will need spending money for personal supplies. Parents and students should make arrangements for an appropriate budget.

Students are strongly encouraged to open a personal bank account with a nearby financial institution. (Most area merchants will not accept out-of-town checks.) In addition, some expenses incurred by students will require a cashier's check or money order (class rings, graduation items, etc.). In some cases, NCSSM may not be able to accept personal checks from students. At all times, students are strongly urged not to keep large sums of cash in the residence halls.

Students who have significant financial concerns are encouraged to discuss their concerns with a residential staff member.

#### STUDENT GOVERNMENT:

Students at NCSSM are actively involved in Student Government. There are two components to this type of student-initiated and student-run government: Student Council and Residence Board. Both groups plan activities for the entire student body and make recommendations to the Administration on issues governing student life.

## ACADEMICS

#### PHILOSOPHY

We have begun a tradition of excellence at the NCSSM -- excellence in intellectual pursuits and in fostering high standards of self-discipline and behavior in community living. Our expectations for each one of you is that you will maintain and further this tradition of excellence.

Each year we seek to admit students with intellectual curiosity whose concern for others makes them treat faculty, staff, and their fellow students with respect and consideration. Positive interaction of this kind creates and sustains a climate conducive for faculty, by percept and example, to teach the essence of excellence -- intellectual skills, honesty, responsibility and tolerance.

As you begin the new year here at NCSSM, our expectation is that you will optimize opportunities for using the resources and facilities found here and that you will be an integral part of the tradition started here in 1980. If you are unable or unwilling to accept and discharge this responsibility, you will find that this school and its tradition is not the place for you. However, if you are committed to academic excellence, willing to work, to exercise



self-discipline and to accept responsibility for your actions and learning, you will find that the two-year educational experience at NCSSM will be rewarding and enriching.

## GRADUATION REQUIREMENTS

Requirements for successful completion of course work, and graduation from NCSSM are prescribed in the NCSSM Course Catalog. Each student must successfully complete minimum requirements to earn graduation credits in all the academic disciplines. Additional requirements include: demonstrated computer literacy; passing score on the North Carolina State Competency Test; and satisfactory evaluations (S) in the Work Service and Community Service programs.

Students who do not meet standards of behavior as specified by the administration of the school or as outlined in THE STUDENT HANDBOOK and THE COURSE CATALOG (see Minimum Graduation Requirements, page 33 in the 1985-86 edition) may be required, after due process, to withdraw from the school. In such cases, the student will not be awarded a diploma from the school nor be allowed to participate in the school's commencement programs. To receive a diploma, a senior must have passing grades in all courses at the end of the year and must be free from any disciplinary action, official or pending.

## COURSE LOAD

Each student is required to enroll in a minimum of five academic courses each semester. English and mathematics must be included in every student's program of studies each semester. Unless special conditions are met, each junior's program of studies must include English, mathematics, science, foreign language, american history and junior English.

The maximum number of academic courses allowed for entering juniors is six (6). "Non-academic courses include physical activity, computer science classes, music and art. Students desiring exceptions or additions to this requirement must have written permission from the Academic Dean.

## GRADING AND EVALUATION

There are four grade reporting periods each year. Student's progress reports are recorded in letter grades with the majority of courses and all special seminars using the following evaluation system:



- A = Outstanding achievement
- B = Superior, meeting all course requirements
- C = Acceptable, minimally meeting requirements of course
- D = Unsatisfactory, no NCSSM credit toward graduation

The following evaluation system is used for reporting student progress in Community Service, Work Service, and certain computer and applied science courses:

- S = Satisfactory
- U = Unsatisfactory

Copies of each student's progress reports will be given to (a) parents or guardians and distributed to (b) students, (c) their advisor(s) and (c) filed in the office of the Registrar. Student's reports are distributed to them by their advisors for joint examination and consultation.

#### INCOMPLETE WORK

When there is sufficient evidence that unusual circumstances prevented the completion of assigned work during a specific grading period, a teacher may petition the Academic Dean for permission to evaluate a student's work as Incomplete (I). This option is not available for Work or Community Service or for failure to plan ahead or manage time wisely. Written approval from the Academic Dean must be secured prior to the end of the grading period in question.

All grades of Incomplete (I) must be removed within ten school days after the close of the grading period. Incomplete grades recorded in the Registrar's Office beyond this ten day period are automatically recorded as a failing grade of (D). Students have the responsibility of completing their obligations in the course and earning a permanent grade before the ten day grade period.

Exceptions to this policy will be made only when documentation is on file in the Academic Office of extenuating circumstances, examples: family emergencies, lengthy illness.

#### SCHEDULE REVISION POLICY

Rigorous guidelines are established for requesting schedule modifications after the start of the academic year.; A student may request to drop a quarter course up to four weeks before the end of the quarter, a semester course up to four weeks before the end of the semester, and a year course up to four weeks before the end of the first semester without a record of the course appearing on the student transcript. The withdrawal process must be initiated by obtaining a withdrawal from the Registrar. Unofficial withdrawal from any course will



result in a failing grade of "D" or "U" recorded on the transcript and also the consequences of a violation of the stated academic attendance policy.

In special circumstances, staff-initiated requests to evaluate a student's academic program with the purpose of dropping a course after the above deadlines have passed will be reviewed by the Dean for Academic Affairs, who will make a decision and send a specific recommendation to the Registrar.

All students should be aware of two important facts regarding their course schedules and consequent responsibilities: (1) the official printed schedule from the Registrar's Office is the only program which the student should follow, and (2) no partial credit is given for any course, regardless of the time at which it was dropped.

#### ACADEMIC HONESTY

Cheating is not acceptable in the NCSSM community. Cheating is defined as the submission of someone else's work as your own or the inappropriate use of your own work to help another student. Some examples of cheating include plagiarism, copying on tests or collaboration on homework when this is not permitted by the teacher. Allowing another student to use your work as an aid in doing his or her work on graded assignments or tests is also considered cheating.

#### AUDITING A COURSE

Under special conditions, students may receive permission to audit a course. Auditing a course for enrichment or remediation requires a commitment of both time and energy. The instructor of the course is free to grant or withhold permission at his or her discretion. Students auditing a course can not (1) use a place in the class needed for students enrolling for credit, (2) earn credit for the course, (3) have the course recorded on his/her official transcript.

#### STUDY OPTIONS AND SPECIAL PROGRAMS

Special options and study plans are described on page 31 of the 1985-86 Course Catalog. Options for Independent Studies, Individualized Instruction and seminar-based studies are available to students upon requests. Application forms for these study options are on file in the office of the Registrar. Students interested in these programs are encouraged to pick up and complete forms for any of these study options. The process is initiated once completed forms are filed with the Registrar. Seminar-based studies require prior arrangements with a teacher/sponsor who assumes responsibility for the supervision of the program.



## ADVANCED PLACEMENT PROGRAM

NCSSM provides opportunities for students to participate in the Advanced Placement Program of the College Entrance Examination Board. While the school's program of studies does not include Advanced Placement courses, many students earn college credit by electing to take one or more AP examinations in the various disciplines in which these tests are offered each year. Final decisions on a student's performance on these examinations depends on the policies of the post-secondary institution chosen by the student.

## TESTING SCHEDULES

The school makes every effort to provide optimum conditions for testing and evaluation of students' progress. However, conflicts in scheduling of tests do develop at times. The following procedure is designed to help resolve problems associated with multiple testing scheduled on any given day.

All tests and quizzes (15 minutes or more in length) must be registered on a sign-up sheet for each instructional day of an upcoming two-week period in the Academic Office.

Students scheduled for more than two (2) major tests/quizzes on any given day should check the sign-up sheet to determine the order in which the tests were registered. The first two (2) teachers to sign the sheet have priority. This means a student is obligated to take these tests as scheduled. Teachers scheduling tests after the two with priority are required to work with the student in re-scheduling their tests, at the student's request. It is the responsibility of the student to become familiar with this policy and initiate this process when problems develop due to the scheduling of multiple tests on the same day.

## DEPOSIT FOR INSTRUCTIONAL MATERIALS

All students are required to deposit \$50.00 with the Business Office at the beginning of the academic year as a security deposit against any loss of instructional or other school materials or any damage to school property. Any charges for losses or damages will be deducted from this deposit.

## COMPUTER USE POLICY

The use of the computer is a privilege at NCSSM. This privilege demands responsible and courteous behavior from all users. Any student who misuses the computer or peripheral equipment will lose this privilege.



The primary purpose of the computer is to enhance learning. It is used not only to study computer science but also as a tool for calculating, and word processing in all academic areas. Any other use of the computer is incidental to this. All users must realize that use of the mail or phone commands and the printer must be reasonable and should not inhibit the academic use of the machine.

Each user is assigned an account which is viewed as his or her personal property. Thus, it is private and should not be violated by anyone. Each user should realize that disclosing his or her password to another person is giving that person tacit approval to use his or her account. This policy also applies to all system and administrative accounts.

In view of this right of privacy and personal property, any student who gains unauthorized knowledge of a password giving that student access to any other account must immediately tell the password owner so that the password can be changed. Failure to do so will result in a recommendation for dismissal from the school.

Any other computer-related behavior that is viewed as unacceptable to the school community will, in the least, result in the loss of computer privileges.

#### RESTRICTED AREAS

Students are not allowed in offices, unsupervised classrooms, laboratories, and laboratory preparation and storage areas after the in-dorm curfew hour. Unauthorized presence in such areas will result in disciplinary action.

Entry to the computer or micro rooms or terminal areas after they are supposed to be closed and locked will be considered unauthorized entry and will result in a recommendation for expulsion.

#### GUIDANCE AND COUNSELING

The goal of the NCSSM Guidance Program is to facilitate the total success of students in their adjustment to the school community, in their academic endeavors, in their transition to college and career, and in their individual personal growth. Structured programming is provided to assist the students as they encounter the changes that are a normal part of growing and the challenges unique to the NCSSM community.

The effective guidance of young people at NCSSM is a result of the team effort of teachers, counselors, the residential life staff, the health services staff, administrators, and, indeed, the total adult community. We work together to try to provide consistent, caring support for the young people who come to NCSSM to live and learn.



Students are encouraged to meet with a member of the counseling staff whenever they need assistance. Parents are encouraged to share information pertinent to their child's growth and to share their concerns and questions with the throughout the year with the counselor. Such a supportive relationship between home and school community is vital to the success of the student.

#### ACADEMIC ADVISORS

Each student is assigned an advisor, who will be either a teacher or a professional staff member. Advisors will meet with students during the year to assist with course registration, review grade reports and deal with other academic and personal concerns. These advisors are seen as personal resources for the student, and are available for formal or informal conferences, or other less structured interaction throughout the school year.

#### TUTORIALS

Evening tutorials provide opportunities for students to seek assistance from faculty. Teachers from each discipline are on duty each evening Monday-Thursday. Students experiencing academic difficulties, needing review, and/or more individualized help are encouraged to take advantage of these evening sessions.

#### QUIET HOURS

On Monday-Thursday evenings between the hours of 8:00 p.m. - 8:00 a.m. the entire campus observes "Quiet Hours". All activities and social events are suspended during these hours. Students are required to spend this time in their residence hall or may sign out to go to special areas: library, computer room, laboratories, etc. for self-directed study (individual and in small groups). Students are strongly urged to spend these hours in productive academic work. Strict quiet hours are observed in order to produce an atmosphere conducive to concentrated study. Specific expectations for Quiet Hours are listed on pages 11 and 12.

#### INCLEMENT WEATHER

When inclement and unsafe weather conditions develop on a weekend, students who are away for the weekend are to exercise extreme caution when returning to NCSSM. The decision to return rests with their parents. Students who are delayed returning to school are to contact their Resident Advisors.



When unsafe weather conditions develop on the day school is dismissed for a weekend, students will be urged to change their travel plans and remain on campus for the weekend.

When faculty members can not attend classes due to unsafe weather conditions, students will be alerted by announcements posted in residence halls, on classroom doors, outside elevators and/or on local radio station broadcasts. Students should check their classrooms on these days for posted lessons.

#### WITHDRAWAL, READMISSION POLICY

When a student is absent due to an extended illness, the Academic Dean will confer with student's teachers to review the student's academic status. This review will determine whether the student is able to continue to work on assignments sent to him or her. Because of the intense nature of the NCSSM program, even if assignments are being done, there could be a point reached when lack of interaction in class discussions or inability to complete laboratory experiments might result in students falling too far behind to earn credit. Academic Department Heads will notify the Dean for Academic Affairs when the student is at the point where continued absence will result in no credit. The Dean for Academic Affairs will send written notification of a decision to allow continued enrollment or recommend withdrawal, without prejudice, to the student and his or her parents.

Students who withdraw because of illness or personal reasons beyond their control may re-apply for admission. Application for readmission should be forwarded to the Office of the Academic Dean. Re-admission will be granted only when it is highly likely that a student can graduate with his or her class.

#### LIBRARY GUIDELINES

The library has been designed to meet the instructional and individual needs of the students and faculty. It's resources are varied including books, periodicals, and audio visual equipment and materials. General guidelines have been established to ensure efficient and effective distribution of materials to all users of the library. We are confident that students will adhere to these guidelines so that every user will have access to the materials in the collection and a quiet atmosphere for study, research, and reading. Specific procedures and policies are described in the Library Handbook Decorum.

GENERAL LOAN POLICY: Materials may be borrowed for a two-week period, and may be renewed for an additional two-week period, provided there is no reserve placed on them. A-V software materials can be checked out just as print materials. Reference materials and periodicals are for use only in the



library. All materials are to be returned the day before dismissal for Thanksgiving, Christmas and spring holidays. Materials may be borrowed during holiday periods and are due on the first instructional day thereafter.

RESERVE BOOKS: This is a collection of materials selected by the faculty for assigned reading, listening or viewing. The loan period for these materials varies. Materials on reserve will have either a "Library Use Only" or "Overnight Loan" status. "Library Use Only" means that the materials must be used in the library only. Overnight loan of materials is subject to the approval of the instructor who places the materials on reserve. Materials borrowed overnight may be checked out 15 minutes before closing and are to be returned during the first hour of the next day that the library opens.

FINES AND PAYMENT FOR LOST MATERIALS: Overdue circulating materials carry a fine of ten cents per item per day and a \$1.00 fine over holiday periods. Overdue RESERVE Materials carry a fine of twenty five cents per item per hour. The fine limit is replacement cost for books or \$5.00 per item for other materials. If any library materials are lost, replacement cost and a processing fee of \$10.00 will be deducted from the initial deposit.

INTERLIBRARY LOAN POLICY: Books needed by students, and not available in the NCSSM library, may be secured through an interlibrary loan service with the State Library. Requests will be forwarded to the State Library as soon as possible. Unless restricted by the lending library, the borrowed materials may circulate for a 25-day period. Materials borrowed will be due in our library 5 days prior to the due date defined by the lending library. Renewal requests must be made on or before the date materials are due in our library. The requestor assumes all responsibility for fines and costs associated with damage and/or lost materials imposed by the lending library.

STUDY ROOM POLICY: Study rooms 23 and 25 are designated for student study use, for two or more students. Room 26, a small conference room, may be reserved for faculty/staff meetings if scheduled with the librarians at least 24 hours in advance. Room 24 is designed for the use of A-V materials by students and faculty/staff.

COMPUTER ROOM POLICY: The Library has available an APPLE II microcomputer, with telecommunication equipment and a printer, and a Decwriter IV terminal. This equipment is for use by students, faculty/staff, and library staff for searching on-line data bases, word processing, computer based instruction, and library operations. IT MAY NOT BE USED FOR RECREATIONAL ACTIVITIES, e.g. GAMES.

PHOTOCOPIER SERVICES: A coin-operated photocopy machine is located near the circulation desk in the photocopy room. Each copy is five cents; the machine makes change. Persons copying materials are responsible for compliance with the federal copyright laws. If you should have questions regarding copyright laws, please consult the librarians.



## LIBRARY DECORUM:

1. Quiet is the operative word. Students who are disruptive may be asked by the librarian to leave the library.
2. Eating, drinking, or smoking is not permitted.
3. Prompt return of materials before the due date is encouraged.

## OPERATING HOURS:

Librarians are available to assist you in locating materials and using the library facilities. The hours of operation are:

Monday - Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 5:00 pm
Saturday	10:00 am - 12:00 pm 1:00 pm - 5:00 pm
Sunday	2:00 pm - 5:00 pm 6:00 pm - 10:00 pm

The library will open at 6:00 pm on the day students return from extended weekends and holidays.

## CLASS ATTENDANCE:

### 1. Attendance Policy

Since the academic expectations of NCSSM are rigorous, class attendance is vital to insure academic progress. Because NCSSM students frequently wish to participate in non-NCSSM-sponsored activities, the NCSSM Class Attendance Policy is intended to emphasize the importance of class attendance by expecting students to carefully consider, and justify, reasons for missing class. This policy may be different from that used by other secondary schools and should be carefully studied.

Three kinds of absences are recognized:

1. Excused absences (NCSSM is obligated to make up the missed classwork)
2. Discretionary absences (the student is responsible to arrange for make-up work at the discretion of the teacher)
3. Unexcused absences (staff is not required to make up classwork)



The Principal will award excused absences for illness, for attending school sanctioned functions, for emergencies at home, and for unusual circumstances over which the student has no discretion in scheduling. Examples of the latter case include religious holidays not included in the school calendar and ROTC physicals. The School Nurse will advise the Principal regarding students who should be excused for illness (see Medical Protocol below).

All other absences will be recorded as discretionary or unexcused.

Discretionary absences may be taken for activities scheduled at the discretion of the student. Examples include dental appointments, scholarship interviews, or special activities and competitions not sponsored by NCSSM. Except for rare circumstances, students are limited in discretionary absences to:

1. Two in a quarter course
2. Three in a semester course
3. Five in a year course

Requests to use discretionary absences will be made in the Principal's Office. Discretionary absence requests should be filed in advance to verify approval before taking the absence. Students should use the discretionary allowance carefully since all absences in excess of that allowance will be recorded and treated as unexcused absences. Discretionary absences may not be taken when tests are scheduled.

No student has permission to "cut" class and unexcused absences should be avoided. Teachers are expected to record a failing grade for students who have an unexcused testing period since the right to make up a test is only guaranteed for excused absences.

Since the number of unexcused absences is seen as an indicator of "commitment" to NCSSM's academic expectations, excessive numbers of unexcused absences will result in intervention and more serious consequences. The Academic Dean will hold a student/parent conference when three unexcused absences have accumulated in a class. Continuation after such a parent conference may result in the student's expulsion from NCSSM. Finally, the number of unexcused absences is carefully considered in the student review process following the junior year and may strongly influence the decision to extend re-enrollment.

In addition to classes, the absence policy also applies to special schoolwide activities of Special Projects Week, Science, Math, and Humanities Symposium Days and required Saturday Morning Activities. Absences on those days will draw an absence being assessed to a course in the respective discipline.



## 2. Medical Protocol

In order to be excused from class for medical reasons, a student must report to the NCSSM Clinic. The student's name must appear on the sick log turned into the Principal's Office each day in order for the absence to be medically excused.

Students will remain at rest in the clinic "lie-down area" or in their rooms (at the discretion of the physician and/or nurse). Any student excused from class for medical reasons will not be allowed to participate in any athletic event on that day. Students who are referred to the Infirmary on the Duke University campus are excused from classes during their stay in that facility.

If a student's name appears on the sick log and participates in an athletic event, the excused absence may be changed to unexcused. Excuses from "Physical Activity" classes only are provided to students with minor sickness or injury which could be accelerated by strenuous activity. The student so excused will attend his or her academic classes.

## 3. Tardiness

Tardiness will be dealt with by the teachers, and by the Department Heads whenever necessary. Students who miss significant portions of a class may be recorded as absent at the teacher's discretion. Students who are habitually late will be referred to the Academic Office.

# GENERAL INFORMATION

## STUDENT RECORDS

A permanent record for each student is kept in the Registrar's Office. Guidelines in compliance with the Family Educational Rights and Privacy Act are observed in accessing these records. Students and parents are welcome to consult the full copy of the North Carolina School of Science and Mathematics Student Record Access Policy, on file in the offices of the Principal and Registrar.



## ELIGIBILITY AND CHANGE OF ADDRESS

1. Permanent: The School requires that parents discharge their responsibilities by making sure that updated addresses and phone numbers are on file at all times. This is essential for use in emergency situations, and for compliance with the North Carolina residency requirement. If a student is a North Carolina resident at the opening of the school year, a move outside the state by the parents would not affect the attendance status for the remainder of that year. It is the School's expectation that any address change be reported immediately to the Office of the Registrar, either by writing or by calling (919)683-6196.

2. Temporary: Frequently families are away from home for vacations and for many other reasons. At such times it is most important that the school be aware of this and have persons identified in North Carolina and telephone numbers provided for use in emergency and other unusual circumstances. Students and parents are expected to take the initiative in giving this information to the office of the Dean of Students, either by writing or by calling (919) 683-6658.

## ADMISSION TO NCSSM FOR THE SENIOR YEAR

Students are invited to attend NCSSM both as juniors and then as seniors. Students invited back as seniors will be NCSSM juniors who have demonstrated an ability and commitment to the academic expectation and community living at NCSSM and who will foreseeably meet graduation requirements. The student Review Committee reviews junior records following completion of the junior year.

## MAIL DELIVERY

Mail is delivered Monday-Saturday to student mailboxes. Students residing in Hill and Wyche should use the following mailing address:

Name of Student  
Box \_\_\_\_\_  
Hill House, NCSSM  
1912 W. Club Blvd.  
Durham, N.C. 27705

Students residing in Reynolds, Beall or Bryan should have mail sent to "Beall Pavilion, NCSSM" at the above address. Pick-up is available from a city mailbox outside of Bryan Center. A city Post Office is located at 703 Ninth St., just a few blocks from the School.



## LOST AND FOUND

Books and other instructionally-related materials can be claimed from the Academic Office. Clothing and miscellaneous items can be turned in or claimed in the Residential Life Office.

## STORAGE FACILITIES

Storage areas are available in each residence hall. Students who leave items in storage do so at their own risk. Materials may be stored by any student as long as space is available. All items for storage should be clearly labeled with the student's name, date stored, and address; and enclosed in a suitcase, trunk, or sealed box. UNCLAIMED ITEMS WILL BE THROWN AWAY.

## CAFETERIA

The School will provide three meals a day, Sunday-Friday, and two meals (brunch and supper) on Saturday. Meals are usually served cafeteria style. On special occasions, picnics, buffets, or family style meals are served. There is a snack bar where food may be purchased. Shoes and shirts must be worn at all times in the cafeteria or snack bar.

## SCHOOL STORE

The School Store, located on third floor Bryan, stocks various items for purchase by students and faculty/staff, including notebooks, pens and other instructional materials, as well as school T-shirts, decals, and other memorabilia. Hours of the Store's operation will be posted. A change machine is located on the ground floor of Beall Pavilion.







